

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-222-9901-XXX			
DIVISION / UNIT CMF / Custody / Counseling		CLASSIFICATION TITLE Correctional Counselor II (Specialist)			
		WORKING TITLE Correctional Counselor II (Specialist)			
		TIME BASE / TENURE FT/P	CBID R06	WWG 2	COI Yes ☐ No ☒
LOCATION Solano County		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Correctional Counselor II (Specialist) is responsible for both the custody phase and the general operation of the programs under policy established by the Warden and the Department.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Captain, AI, the Correctional Counselor II (Specialist) is responsible for initial classification and subsequent program evaluations for incarcerated persons; affirm loss and restoration of Behavioral Credits and the provision of general casework services, per the Department Operations Manual (DOM). Responsibilities may extend to supervision of incarcerated persons and general custody duties in time of emergency, performs other custodial duties as required by proper authority, and adhere to Departmental Use of Force Policy. Prevents escapes and injury by incarcerated persons to themselves or others, or property; maintain security of working areas and work materials, inspect premises and searches of incarcerated persons for contraband such as weapons and or illegal drugs. The Correctional Counselor II (Specialist) is required to carry a whistle, PAD alarm and OC Pepper Spray at all times.					

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
25%	Tracking, preparing & presenting cases and regularly attending Institution Classification Committees. Prepare cases for Classification Staff Representative review. Interview and counsel incarcerated persons' relative to institutional, personal and family problems. Advise on parole conditions, temporary community leave, and prison adjustment. Coordinate institution transfers and related issues/problems. Prepare chronos, and interview incarcerated persons and anyone necessary to complete investigative reports.
20%	Providing casework assistance to clinical staff and review treatment recommendations. Consulting with custodial and clinical staff regarding treatment objectives, unit operations and Institution Classification Committee.
20%	General casework responsibilities for an assigned incarcerated persons caseload. Review files via the Strategic Offender Management System (SOMS) and Electronic Records Management System (ERMS), prepare classification chronos, appear and present incarcerated persons and cases to the Institutional Classification Committee, serve as a Unit/Institution Classification Committee member when needed. Respond to incarcerated persons grievances. Comply with CDCR and CMF policies and procedures on tool control, key control and incarcerated persons working incentive program.
10%	Prepare reports requested by a Court. Review and glean pertinent information from Archive and CYA files, Police Reports, arrest histories, probation officer's reports, and other community agency contacts as appropriate.
10%	Perform special assignments delegated by the Unit Captain and/or the Associate Warden. Performing special assignments delegated by the Unit Captain and/or the Associate Warden of CCCMS/EOP/PIP/PF/Special Programs.
5%	Assist custodial staff during emergency situations such as escapes or riots. Maintains order and supervises the conducts of incarcerated persons, protects and maintains the safety of persons and property, inspects premises and searches incarcerated persons for contraband.
5%	Participates in a minimum of 48 hours of In-Service training throughout the year. In-Service Training can include on-the-job training activities, classroom instruction, or supervised discussion of essential topics. Perform other job related duties as required.
5%	Board of Parole Hearings: - Responsible for assisting incarcerated persons with disabilities in understanding, preparing for, and participating in the BPH suitability hearing process as needed. - Review SOMS and DECS/BITS to identify the incarcerated person's need for assistance, primary and secondary method of effective communication, adaptive support needs, assistive device(s), or software (e.g., electronic magnifier, personal sound amplification device, Microsoft Ease of Access, etc.) that are required to accommodate the incarcerated person for BPH proceedings. Accommodations shall be provided in a manner to allow privacy and independence. - Review BITS at least weekly for any assignments associated with a BPH proceeding. - Meet with the incarcerated person and complete a CDC Form 128B, BPH Accommodations Questionnaire, when prompted do so by BITS. - Serve the incarcerated person with a Notice of DPV/DNV Rights for BPH Proceedings or a Notice of Deaf-Signer Rights for BPH Proceedings, as applicable.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE